

CONFIDENTIAL

DD/A Registry

78-2438

16 JUN 1978

DD/A Registry

File Security -6

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino  
Director of Security

25X1A

SUBJECT: Security Violation - Open Safe

(U/AIUO)  
(THIRD VIOLATION)

25X1A

1. (U/AIUO) An investigation by this Office has determined that [REDACTED], assigned to your component, was responsible for an "open safe" security violation that occurred on 1 June 1978.

25X1A

2. (U/AIUO) The records of this Office indicate that [REDACTED] has incurred two previous security violations that occurred on 16 December 1976 and 20 April 1977. Since there have not been the required two consecutive years without a violation between that of 16 December 1976 and the most recent occurrence of 1 June 1978, this is to be considered [REDACTED] third security violation for administrative action.

25X1A

3. (U/AIUO) In accordance with the provisions of Headquarters [REDACTED] the minimum penalty for a third violation is suspension without pay for a period of not less than one day or more than thirty days and written warning from the Director of Personnel as to consequences of a fourth violation. Please advise this Office of the action taken in this case.

25X1A

25X1A

Robert W. Gambino

Att  
Violation Reports (3)

OS 8 1566

cc: D/Pers (w/Atts)

E2 IMPDET  
CL BY 032932

CONFIDENTIAL

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25X1A Approved For Release 2001/07/12 : CIA-RDP81-00142R00050000-0

25X1A

1. DETAILS OF THE VIOLATION:

(U/AIUO) On 1 June 1978 at 1948 hours, [REDACTED] reported finding an open safe in Room 7D02, Headquarters building. [REDACTED] responded and determined safe #D4010, containing Top Secret information, was found with both drawers closed and the lock in the open position. The lock setting was "88." The char force had not been in the area.

2. INDIVIDUAL(S) RESPONSIBLE

OFFICE

DIVISION

BRANCH

A. (U/AIUO) [REDACTED]

O-DDA

B.

3. DESCRIPTION OF HOW VIOLATION OCCURRED:

(U/AIUO) On 2 June 1978 [REDACTED] was interviewed. She stated that she secured her area at 1730 hours. While she was securing her area, she was asked to place a telephone call and apparently neglected to spin the dial of safe #D4010. [REDACTED] accepted full responsibility for the violation.

(U/AIUO) The office does not have a formal double check system, and since [REDACTED] is usually one of the last to leave, it would not apply. Her supervisor has agreed to perform a double check of the area to preclude future violations.

(U/AIUO) In view of the above, [REDACTED] is charged with this security violation.

4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE:

(U/AIUO) [REDACTED] has been employed by the Agency since November 1969 and has incurred two previous security violations occurring as follows:

a. 16 December 1976 -- Exposed Classified Material

b. 20 April 1977 -- Exposed Classified Material

Chief, Domestic Security Branch

SIGNATURE

(C)

ENDORSEMENT

TO : DIRECTOR OF SECURITY

FROM: EO/DDA

(Area Security Officer)

ACTION TAKEN: [REDACTED] has been suspended for one day in accordance with the minimum suspension was given because of the seriousness of which [REDACTED] views this matter. Additional security precautions have been taken to preclude a further violation in that area. [REDACTED] has been specifically cautioned as to the implications of an additional violation.

DATE

SIGNATURE

28 June 1978  
Approved For Release 2001/07/12 : CIA-RDP81-00142R00050000-0

CONFIDENTIAL

CONFIDENTIAL

580320

6 MAY 1977

MEMORANDUM FOR: Deputy Director for Administration

25X1A

FROM:

Chief, Physical Security Division, OS

25X1A

SUBJECT: Security Violation - Open Safe

25X1A

1. An investigation by this Office has determined that [REDACTED] assigned to your Office, was responsible for an "open safe" security violation that occurred on 20 April 1977.

25X1A

2. The records of this Office indicate that [REDACTED] has incurred one previous security violation that occurred on 16 December 1976. Since there have not been the required two consecutive years without a violation between that date and the most recent occurrence of 20 April 1977, this is to be considered [REDACTED] second security violation for administrative action.

25X1A

25X1A

3. In accordance with the provisions of Headquarters [REDACTED] Section (e), the minimum penalty for a second violation is a written reprimand and warning by the responsible authority (defined in [REDACTED] and security check duty for one week. Please advise this Office of the action taken in this case.

25X1A

25X1A

Att  
Form 912a

Distribution:

E2 IMPDET  
CL BY 032932

25X1A Orig & 1 - Addse/Area SO  
1 - SRD  
1 - Subject  
1 - Chrono

OS/PhySD/DSB/[REDACTED]:emb/2May77

CONFIDENTIAL

# SECURITY VIOLATION REPORT

1. DETAILS OF THE VIOLATION  
Approved For Release 2001/07/12 : CIA-RDP81-00142R000700050003-0

discovered 2-drawer safe D-5525 open in Room 7D02, Hqs. [redacted] determined that the safe, containing SECRET material, was found with both drawers partially extended. The char force had not cleaned the area. [redacted] secured the safe at 2045 hours.

## 2. INDIVIDUAL(S) RESPONSIBLE

| A.         | OFFICE | DIVISION | BRANCH |
|------------|--------|----------|--------|
| [redacted] | DDA    | AI       |        |
| B.         |        |          |        |

## 3. DESCRIPTION OF HOW VIOLATION OCCURRED:

When interviewed on 21 April 1977, [redacted] user of safe D-5525, accepted full responsibility for failing to secure a safe. Subject stated that she had asked the regular safe custodians to leave the safe open as she would probably need it to store some of her material overnight. The safe was not needed by her at close of business, 1745 hrs.; therefore, it was forgotten and was not secured. She was the last person out of her immediate work area.

In view of the above, [redacted] is charged with this security violation.

## 4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE:

[redacted] has been employed by the Agency since November 1969 and has incurred one previous security violation which occurred on 16 December 1976.

Chief, Domestic Security Branch

SIGNATURE: [redacted]

## ENDORSEMENT

TO : DIRECTOR OF SECURITY

FROM: [redacted] (ArxxSxxxxxxArxxSxx)

ACTION TAKEN:

AC

DATE

SIGNATURE

DDA 77-2703

11 May 1977

STATINTL

STATINTL MEMORANDUM FOR: O/AI/DDA - [REDACTED]  
FROM: [REDACTED]  
Executive Officer/DDA  
SUBJECT: Second Security Violation  
REFERENCE: [REDACTED]

STATINTL

1. Referenced regulation prescribes administrative action that must be taken as regards security violations.

2. As you are aware, you had your second security violation within six months occurring on 20 April 1977. It is therefore necessary that I write this reprimand and provide a warning as to the consequences of further violations within a two-year period dating from your initial violation of 16 December 1976. I have spoken to you personally about your violation and the required administrative actions should further violations occur. Additionally, you are required to perform security duty checks for one additional week.

STATINTL

STATINTL

✓ cc: OS/PSD - [REDACTED]

*Handwritten:*  
Mub  
5/16/77

5 80370

CONFIDENTIAL

4 JAN 1977

MEMORANDUM FOR: Deputy Director for Administration

25X1A

FROM :

Chief, Physical Security Division, OS

SUBJECT :

Security Violation - Exposed Classified Material

25X1A

25X1A

1. An investigation by this Office has determined that [REDACTED] assigned to your Office, was responsible for an "exposed classified material" security violation that occurred on 16 December 1976.

25X1A

2. The records of this Office indicate that [REDACTED] has not been previously charged with a security violation.

25X1A

3. In accordance with the provisions of Headquarters [REDACTED] the minimum penalty for a first violation is an oral reprimand by the Division Chief or higher authority and warning of possible consequences of further violations. Please advise this Office of the action taken in this case.

25X1A

Att  
Form 912a

Distribution:

- Orig & 1 - Addse/Area SO
- ① - SRD
- 1 - DSB/Subject
- 1 - DSB/Chrono

OS/PhySD/DSB/[REDACTED] :msh 29 Dec 76

25X1A

H2 IMPDET  
CL BY 032932

CONFIDENTIAL

~~CONFIDENTIAL~~  
SECURITY VIOLATION REPORT

25X1A

1. ~~Approved For Release 2001/07/12 : CIA-RDP81-00142R000700050007-0~~  
On Thursday, 16 December 1976, at 1925 hours, [REDACTED] discovered "exposed classified material" in room 7D02, Headquarters Building. SDO [REDACTED] determined that the material, a multi-paged document classified CONFIDENTIAL, was found in an "Out" tray located on a wooden table in the area. It was the only document in either the "In" or "Out" tray. The outer cover of the document was classified "Administrative-Internal Use Only" and the CONFIDENTIAL material was about three-quarters of the way into the document. The char force had not cleaned the area [REDACTED] impounded the material in the OSDO at 1940 hours.

| 2. INDIVIDUAL(S) RESPONSIBLE |            | OFFICE | DIVISION     | BRANCH |
|------------------------------|------------|--------|--------------|--------|
| A.                           | [REDACTED] | DDA    | Front Office |        |
| B.                           |            |        |              |        |

3. DESCRIPTION OF HOW VIOLATION OCCURRED: [REDACTED] although not the custodian of the material, accepts full responsibility for failing to secure material from the "Out" tray on the table beside her desk. Subject reported that she did not recall when the material was placed in the "Out" tray, but it must have been in the tray at 1745 hours when she departed as she was the last to leave the area.

In view of the above, [REDACTED] is charged with a security violation for failing to properly secure classified material.

4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE [REDACTED] has been employed by the Agency since November 1969. During her tenure with the Agency she has not been previously charged with a security violation.

Chief, Domestic Security Branch

SIGNATURE [REDACTED]

ENDORSEMENT

TO : DIRECTOR OF SECURITY

FROM: EO/DDA (Area Security Officer)

ACTION TAKEN: [REDACTED] has received an oral reprimand from the Assistant for Information, DDA, and has been advised of the possible consequences of further violations.

DATE

11 JAN 1977

SI [REDACTED]

EO/DDA

**CONFIDENTIAL**

DD/A Registry

78-2438

16 JUN 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino  
Director of Security

SUBJECT: Security Violation - Open Safe 25X1A

25X1A

1. (U/AIUO) An investigation by this Office has determined that [REDACTED], assigned to your component, was responsible for an "open safe" security violation that occurred on 1 June 1978.

25X1A

2. (U/AIUO) The records of this Office indicate that [REDACTED] has incurred two previous security violations that occurred on 16 December 1976 and 20 April 1977. Since there have not been the required two consecutive years without a violation between that of 16 December 1976 and the most recent occurrence of 1 June 1978, this is to be considered [REDACTED] third security violation for administrative action.

25X1A

25X1A

3. (U/AIUO) In accordance with the provisions of Headquarters, the minimum penalty for a third violation is suspension without pay for a period of not less than one day or more than thirty days and written warning from the Director of Personnel as to consequences of a fourth violation. Please advise this Office of the action taken in this case.

25X1A

[REDACTED]  
Robert W. Gambino

Att  
Violation Reports (3)

OS 8 1566

cc: D/Pers (w/Atts)

F2 IMPDET  
CL BY 032932

**CONFIDENTIAL**



CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP81-00142R000700050003-0

25X1A

1. DETAILS OF THE VIOLATION:

(U/AIUO) On 1 June 1978 at 1948 hours, [REDACTED] reported finding an open safe in Room 7D02, Headquarters Building. [REDACTED] responded and determined safe #D4010, containing Top Secret information, was found with both drawers closed and the lock in the open position. The lock setting was "88." The char force had not been in the area.

2. INDIVIDUAL(S) RESPONSIBLE

OFFICE

DIVISION

BRANCH

A.

O-DDA

B.

3. DESCRIPTION OF HOW VIOLATION OCCURRED:

(U/AIUO) On 2 June 1978, [REDACTED] was interviewed. She stated that she secured her area at 1730 hours. While she was securing her area, she was asked to place a telephone call and apparently neglected to spin the dial of safe #D4010. [REDACTED] accepted full responsibility for the violation.

(U/AIUO) The office does not have a formal double check system, and since [REDACTED] is usually one of the last to leave, it would not apply. Her supervisor has agreed to perform a double check of the area to preclude future violations.

(U/AIUO) In view of the above, [REDACTED] is charged with this security violation.

4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE:

(U/AIUO) [REDACTED] has been employed by the Agency since November 1969 and has incurred two previous security violations occurring as follows:

a. 16 December 1976 -- Exposed Classified Material

b. 20 April 1977 -- Exposed Classified Material

SIGNATURE

ENDORSEMENT

TO : DIRECTOR OF SECURITY

FROM: \_\_\_\_\_ (Area Security Officer)

ACTION TAKEN:

DATE

SIGNATURE

Approved For Release 2001/07/12 : CIA-RDP81-00142R000700050003-0

CONFIDENTIAL

CONFIDENTIAL

580370

6 MAY 1977

MEMORANDUM FOR: Deputy Director for Administration

25X1A

FROM:

Chief, Physical Security Division, OS

SUBJECT: Security Violation - Open Safe

25X1A

25X1A

1. An investigation by this Office has determined that [REDACTED], assigned to your Office, was responsible for an "open safe" security violation that occurred on 20 April 1977.

25X1A

2. The records of this Office indicate that [REDACTED] has incurred one previous security violation that occurred on 16 December 1976. Since there have not been the required two consecutive years without a violation between that date and the most recent occurrence of 20 April 1977, this is to be considered [REDACTED] second security violation for administrative action.

25X1A

25X1A

3. In accordance with the provisions of Headquarters [REDACTED] Section (e), the minimum penalty for a second violation is a written reprimand and warning by the responsible authority (defined in [REDACTED] and security check duty for one week. Please advise this Office of the action taken in this case.

25X1A

25X1A

Att  
Form 912a

Distribution:

Orig & 1 - Addse/Area SO  
1 - SRD  
1 - Subject  
1 - Chrono

OS/PhySD/DSB/[REDACTED] emb/2May77

25X1A

E2 IMPDET  
CL BY 032932

CONFIDENTIAL

# SECURITY VIOLATION REPORT

1. DETAILS OF THE VIOLATION: Approved For Release 2001/06/01 : CIA-RDP81-00142R000700050003-0  
 25X1A [REDACTED] discovered 2-drawer safe D-5525 open in Room 7D02, Hqs.  
 25X1A [REDACTED] determined that the safe, containing SECRET material,  
 was found with both drawers partially extended. The char force had not  
 cleaned the area. [REDACTED] secured the safe at 2045 hours.

| 2. INDIVIDUAL(S) RESPONSIBLE | OFFICE | DIVISION | BRANCH |
|------------------------------|--------|----------|--------|
| A. [REDACTED]                | DDA    | AI       |        |
| B. [REDACTED]                |        |          |        |

3. DESCRIPTION OF HOW VIOLATION OCCURRED:  
 25X1A When interviewed on 21 April 1977, [REDACTED], user of safe  
 D-5525, accepted full responsibility for failing to secure a safe.  
 Subject stated that she had asked the regular safe custodians to leave  
 the safe open as she would probably need it to store some of her  
 material overnight. The safe was not needed by her at close of business,  
 1745 hrs.; therefore, it was forgotten and was not secured. She was the  
 last person out of her immediate work area.

25X1A In view of the above, [REDACTED] is charged with this security  
 violation.

4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE:  
 25X1A [REDACTED] has been employed by the Agency since November 1969  
 and has incurred one previous security violation which occurred on  
 16 December 1976.

25X1A Chief, Domestic Security Branch  
 SIGNATURE [REDACTED]

| ENDORSEMENT               |  |
|---------------------------|--|
| TO : DIRECTOR OF SECURITY |  |
| FROM: [REDACTED] (XXXXXX) |  |
| ACTION TAKEN:             |  |

| DATE | SIGNATURE |
|------|-----------|
|      |           |

DDA 77-2703

11 May 1977

STATINTL

MEMORANDUM FOR: O/AI/DDA - [REDACTED]

STATINTL

FROM: [REDACTED]

Executive Officer/DDA

SUBJECT: Second Security Violation

STATINTL

REFERENCE: [REDACTED]

1. Referenced regulation prescribes administrative action that must be taken as regards security violations.

2. As you are aware, you had your second security violation within six months occurring on 20 April 1977. It is therefore necessary that I write this reprimand and provide a warning as to the consequences of further violations within a two-year period dating from your initial violation of 16 December 1976. I have spoken to you personally about your violation and the required administrative actions should further violations occur. Additionally, you are required to perform security duty checks for one additional week.

STATINTL

STATINTL

✓cc: OS/PSD - [REDACTED]

*Handwritten:*  
5/16/77  
[Signature]

CONFIDENTIAL

5 80370

4 JAN 1977

MEMORANDUM FOR: Deputy Director for Administration. 25X1A

FROM : [REDACTED]  
Chief, Physical Security Division, OS

SUBJECT : Security Violation - Exposed Classified Material 25X1A  
[REDACTED]

25X1A

1. An investigation by this Office has determined that [REDACTED] assigned to your Office, was responsible for an "exposed classified material" security violation that occurred on 16 December 1976.

2. The records of this Office indicate that [REDACTED] has not been previously charged with a security violation. 25X1A

25X1A 3. In accordance with the provisions of Headquarters [REDACTED], the minimum penalty for a first violation is an oral reprimand by the Division Chief or higher authority and warning of possible consequences of further violations. Please advise this Office of the action taken in this case.

[REDACTED] 25X1A

Att  
Form 912a

Distribution:

Orig & 1 - Addse/Area SO  
① - SRD  
1 - DSB/Subject  
1 - DSB/Chrono

25X1A

OS/PhySD/DSB [REDACTED] msh 29 Dec 76

H2 IMPDET  
CL BY 032932

CONFIDENTIAL

~~CONFIDENTIAL~~  
SECURITY VIOLATION REPORT

Approved For Release 2001/07/12 : CIA-RDP81-00142R000700050003-0  
1. DETAILS OF VIOLATION: On Thursday, 16 December 1976, at 1925 hours, [REDACTED]

25X1A discovered "exposed classified material" in room 7D02, Headquarters Building. SDO  
25X1A [REDACTED] determined that the material, a multi-paged document classified  
CONFIDENTIAL, was found in an "Out" tray located on a wooden table in the area. It  
was the only document in either the "In" or "Out" tray. The outer cover of the docu-  
ment was classified "Administrative-Internal Use Only" and the CONFIDENTIAL material  
was about three-quarters of the way into the document. The char force had not  
cleaned the area. [REDACTED] impounded the material in the OSDO at 1940 hours.

| 2. INDIVIDUAL(S) RESPONSIBLE |            | OFFICE | DIVISION     | BRANCH |
|------------------------------|------------|--------|--------------|--------|
| A.                           | [REDACTED] | DDA    | Front Office |        |
| B.                           |            |        |              |        |

25X1A 3. DESCRIPTION OF HOW VIOLATION OCCURRED [REDACTED] although not the custodian of the material,  
accepts full responsibility for failing to secure material from the "Out" tray on  
the table beside her desk. Subject reported that she did not recall when the material  
was placed in the "Out" tray, but it must have been in the tray at 1745 hours when she  
departed as she was the last to leave the area.

In view of the above, [REDACTED] is charged with a security violation for failing  
to properly secure classified material.

25X1A 4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE: [REDACTED] has been employed by the Agency since  
November 1969. During her tenure with the Agency she has not been previously  
charged with a security violation.

Chief, Domestic Security Branch

SIGNATURE

ENDORSEMENT

TO : DIRECTOR OF SECURITY

25X1A FROM: EO/DDA (Area Security Officer)

ACTION TAKEN: [REDACTED] has received an oral reprimand from the  
Assistant for Information, DDA, and has been advised of the possible  
consequences of further violations.

25X1A DATE

11 JAN 1977

SIGNATURE

[REDACTED] D/DDA